

## Museum Exhibits Director

**Job Code**  
4102E1

**Job Title**  
Museum Exhibits Director

**Pay Grade**  
31

### CONCEPT:

This is specialized, professional, and administrative work in planning, designing, and preparing museum exhibits and other interpretive programs in a state-operated museum. Work involves directing, evaluating, and revising an effective museum exhibits program and other visual interpretive programs; planning, designing, fabricating, and installing exhibits; performing taxidermy work; designing publications and brochures; painting and selecting display items; and ensuring the care, security, and preservation of exhibits and exhibit items. Work also involves teaching scientific illustration and taxidermy for public education programs and planning, assigning, and reviewing work for a staff of museum employees and volunteers and occasionally private contractors.

### TASKS

- Meets and confers with other professional staff in planning and developing concepts, purpose, audience, content, and format of presentation for interpretive programs at a museum or other historic site. Develops complete exhibit designs and directs and participates in the construction, fabrication, installation, and maintenance of exhibits.
- Plans, assigns, and reviews the work of the exhibits staff and any other museum staff, volunteers, or private contractors that may be assigned to exhibit projects. Completes performance evaluations for assigned museum staff.
- Consults with other museum staff or performs necessary research to ensure that displays and exhibits are scientifically or historically correct; performs taxidermy work as necessary.
- Maintains inventories of design and fabrication supplies and provides necessary training and instruction in use of tools and equipment and in appropriate safety techniques and equipment.
- Provides information to and consults with other staff members concerning publicity for exhibits and assists with the development and design of programs and publicity-related publications.
- Develops annual budget for exhibits and a budget and schedule for the production of each exhibit; monitors the budget for expenditures and reviews requests for materials utilized in exhibits; assists the procurement officer with bid specifications.
- Consults, advises, and presents information on exhibits and exhibit techniques to museum professionals, students and the public.

### LEVELS OF WORK

- Class Group consists of one class.

**Minimum Requirements:** Bachelor's degree relevant to the field of historical organization, agency or museum work and two years work experience in historical society or museum work and one year leadership ability at the supervisory level. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

REF: 12/13